

(a) The decision as to what materials are to be considered vital is the responsibility of each individual office. The definition of Vital Materials as stated in agency regulation 40-6 is the guide to be used in making this determination.

When it is obvious that a document is not vital it is called to the attention of the area records officer of the office responsible for depositing the material. The area records officer in turn requests the person responsible for submitting the questionable document to reconsider his evaluation.

Results obtained from this screening have been successful in convincing the depositing office of the difference between materials which would at best be helpful to the reconstruction of an office and those which would qualify as vital to reconstruction.

To effect a control and to keep current the vital materials holdings of an office, each area records officer has been requested to carefully review the quarterly inventory report of vital materials.

(b) All offices of the agency have been requested to provide this office with lists of materials which they consider to be vital to the reconstruction of their respective offices.

These lists have been very helpful in detecting needless duplication and in providing the information necessary to the establishment of schedules which will result in complete, but not duplicated, files of materials vital to ^{EACH} ~~several~~ offices. One example of this is the responsibility assigned to the Personnel Office for depositing position inventories of the entire agency. ~~Another example~~ ^{is} the responsibility

of the Comptrollers Office for depositing all ^{CIA and NSC} vital budgetary and financial arrangements and agreements, ~~of NSC and CIA.~~

With few exceptions all vital materials pass through this office making it possible to detect duplication. Few instances of duplication have been found and in most of these cases the duplication has been justified for specific operational reasons. *give example in off*

(c) It is assumed that the only records of continental field stations that would be considered vital are CIA informational reports, finished intelligence reports and information pertaining to localized sources of information. The controlled deposit of all information and intelligence reports and the scheduled deposit of the integrated source indices by headquarters office assures the completeness of this information. Also continuance of the present procedures precludes the inconvenience and delays incurred in getting such information from the ^{FIELD OFFICES} ~~T-O's~~ in the event of an emergency.